Moda.ROA SOFTWARE USER MANUAL

Agents' order collection

LAUNCHING THE PROGRAM

To launch the program, click on Start>All programs>Modasystem>Moda.ROA-CompanyName or from the desktop Moda.ROA-CompanyName.

Where an Internet connection is active, the program automatically connects to the company server to update the software to the latest version available. Then a username and password are requested (Fig. 1)

Where no Internet connection is available, the program directly requests a username and password.

Fig. 1 - User login

If an invalid username or password is supplied, an error message appears (Fig. 2) and the program halts.

Fig. 2 - Logon failed

(*) This feature is not always available

Once the correct username and password are supplied, the Moda.ROA main panel will open (Fig. 3).

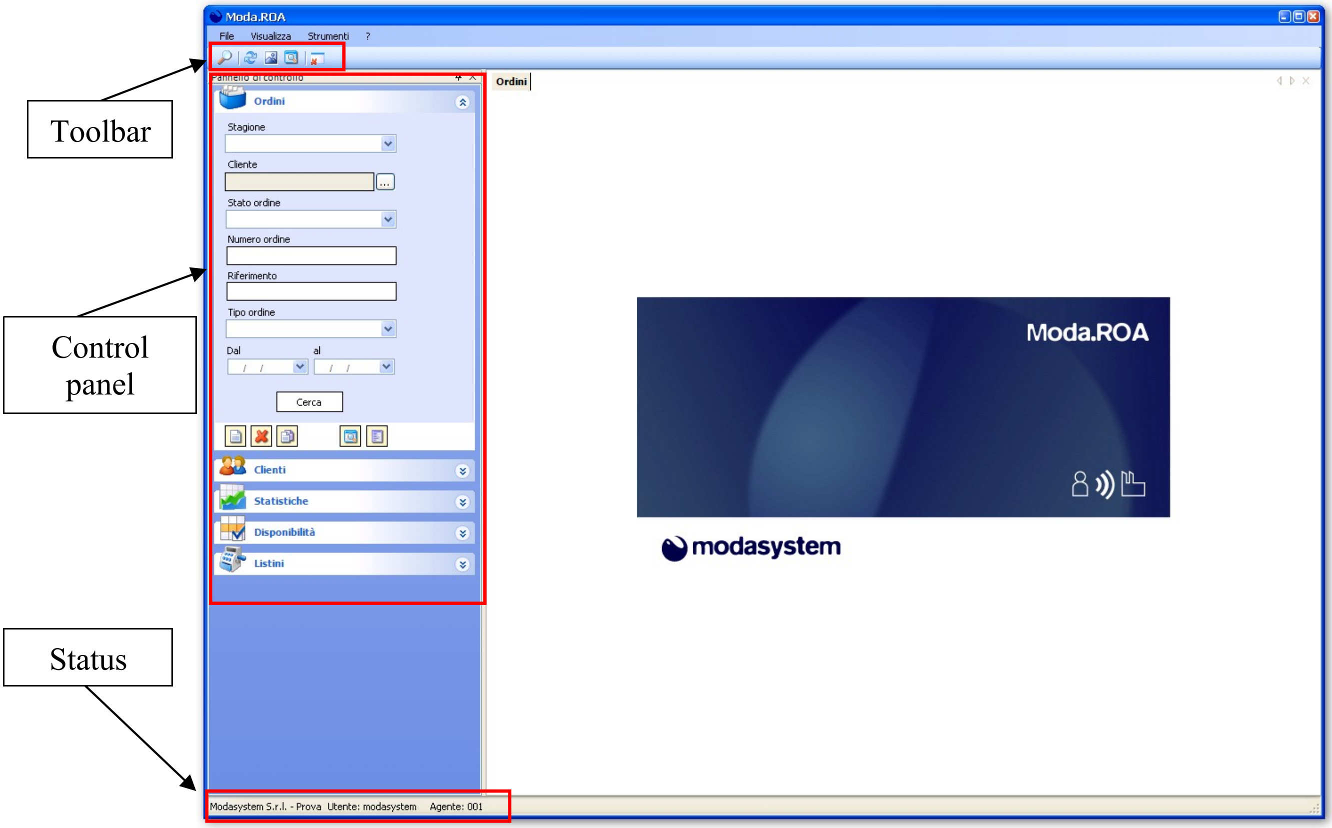


Fig. 3 - Main panel

The "Toolbar" allows you to:

-  display/hide the control panel;
-  run the "Send and receive" function;
-  close the application.

The "Control panel" allows you to:

- enter, edit and browse orders;
- enter, edit and browse customers *(*)*;
- process statistics *(*)*;
- check item availability *(*)*;
- change the program settings *(*)*.

The "status bar" shows:

- the company name;
- on-line users;
- the agent code.

(*) This feature is not always available

DATA SYNCHRONIZATION

Before entering new orders, it is advisable to connect to the Internet and click on the "Send and receive" button in the toolbar (Fig. 4). This function allows data synchronization.

Fig. 4 - Toolbar

A dark-background window will open for data synchronization, as shown in Fig. 5.
Synchronization is the only function allowing all available upgrades into the newly-installed system (e.g. price lists, orders, etc.). Also, all confirmed item data along with the newly-entered customers are transmitted to the company.

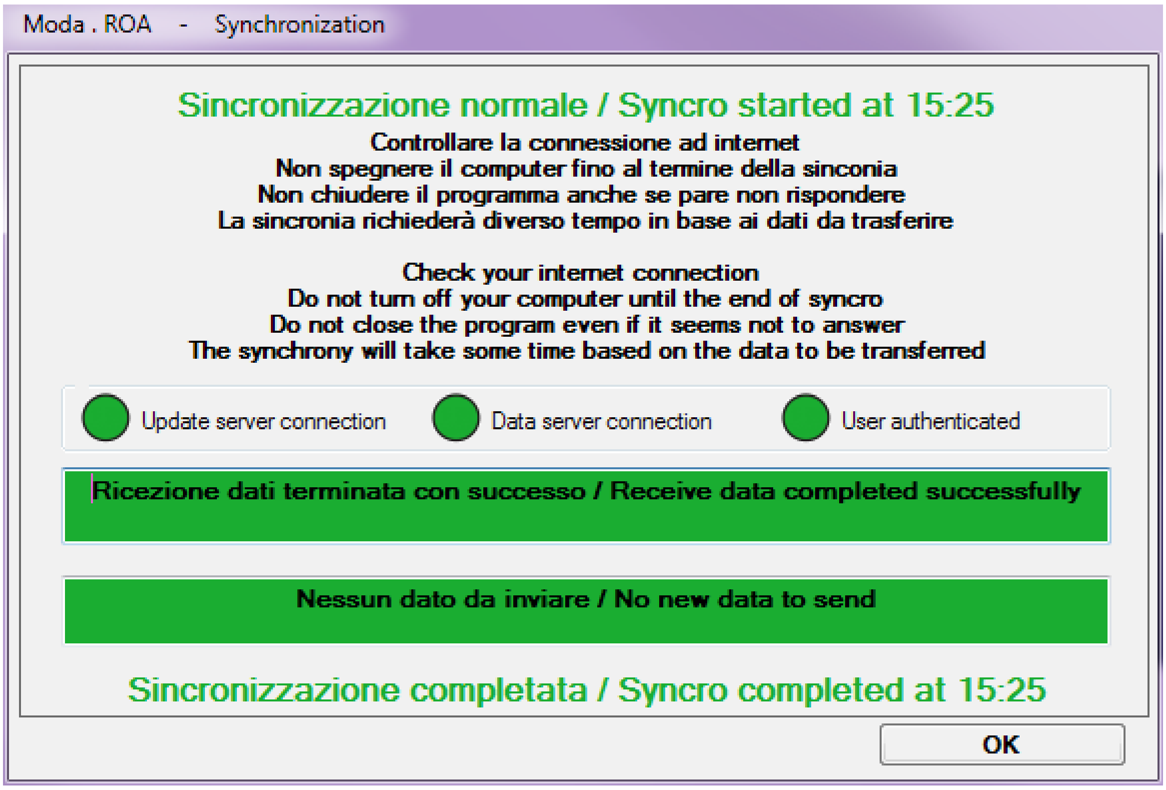


Fig. 5 - Synchronization

Once synchronization is finished, the "Wait" button is replaced by the "Ok" button. Click on "OK".
It is now possible to disconnect from the Internet and work in off-line mode.
Data will be synchronized again through when the "Send and Receive" button is clicked on once again and an Internet connection is active.

Synchronization may take some time, depending on the data volume sent by the company. It is essential to wait without closing the program or disconnecting from the Internet, even though the program might seem blocked.

If synchronization is successful, the ‘Syncro ok’ message appears. This allows you to start working with the program. In the case of failure of the synchronization, the 'Syncro failed' message appears.

The reason for the failure may be due to several causes (Fig.6)

(*) This feature is not always available

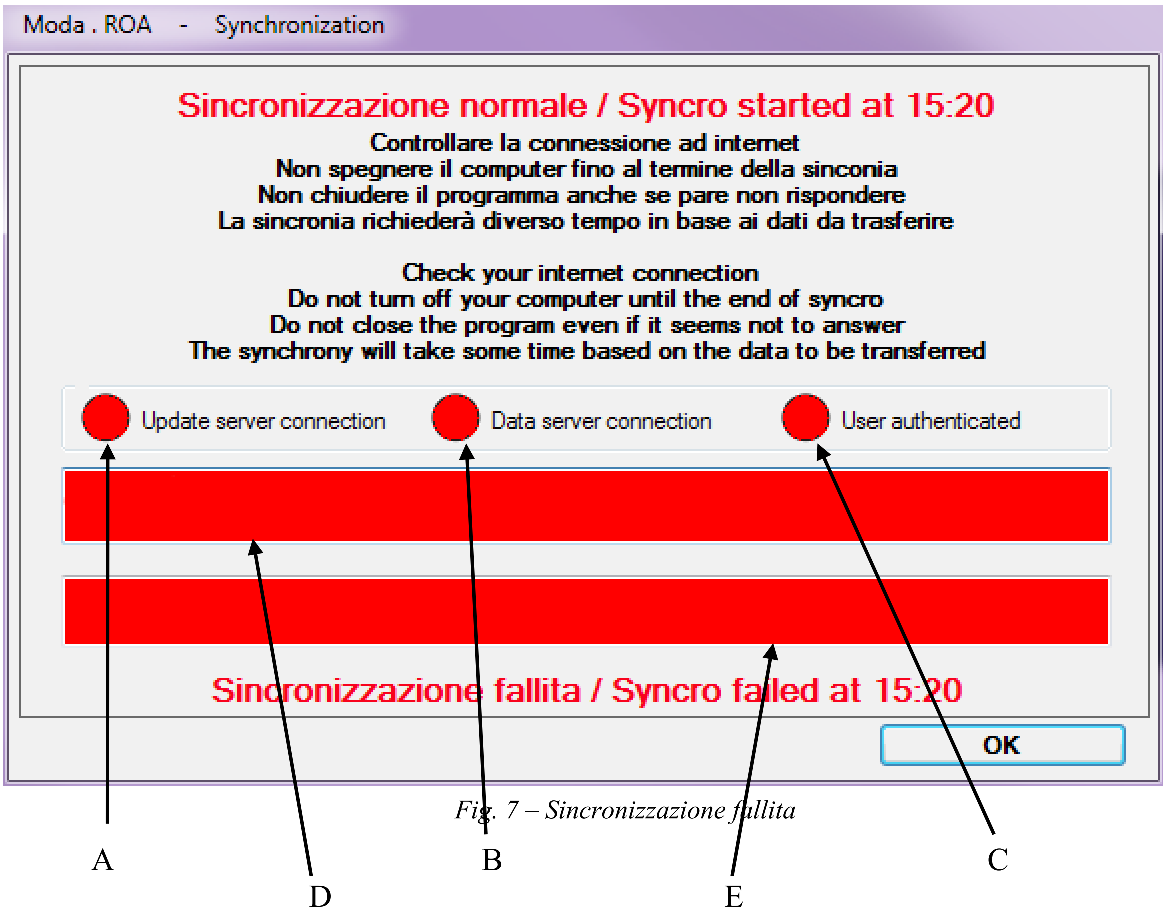


Fig. 7 – Sincronizzazione fallita

- A : Error connecting to the update server (Modasystem) to update the program (non-blocking error).
- B : Error connecting to the company server, in this case check your internet connection.
- C : Authentication error, the username or password entered are not correct
- D : Corrupted Error while updating data
- E : Error while sending data

If the 'Syncro failed' message appears instead, retry or contact the company.

(*) This feature is not always available

ORDER SEARCH

The "Control panel" contains the "Order search panel" (Fig. 7). It can be used to display and/or change orders already entered.

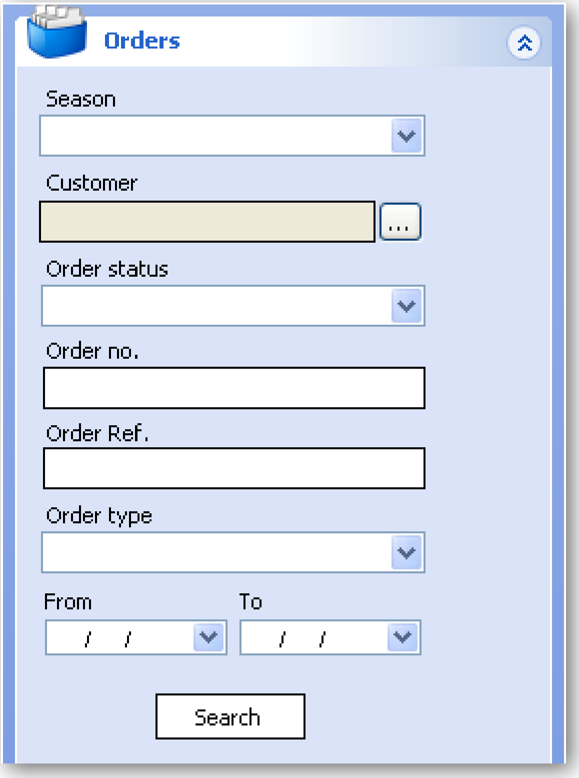


Fig. 7 - Order search panel

This panel contains the following fields: "Season", "Customer", "Order status", "Order No.", "Reference", "Order type", "From", and "To". They can all be used as search filters.
When clicking on the "Search" button in the right-hand section of the screen, the orders inside the system will be displayed according to the selected parameters.
E.g., when selecting ‘FW05’ in the "Season" field and clicking on the ‘Search’ button, the program will only display the orders for the ‘FW05’ season.
When the "Order search panel" fields are empty, all orders in the system will be displayed by selecting the "Search" button.

(*) This feature is not always available

In the right section of the screen, the "Order list" window and the "Order window" will be displayed (Fig. 8).

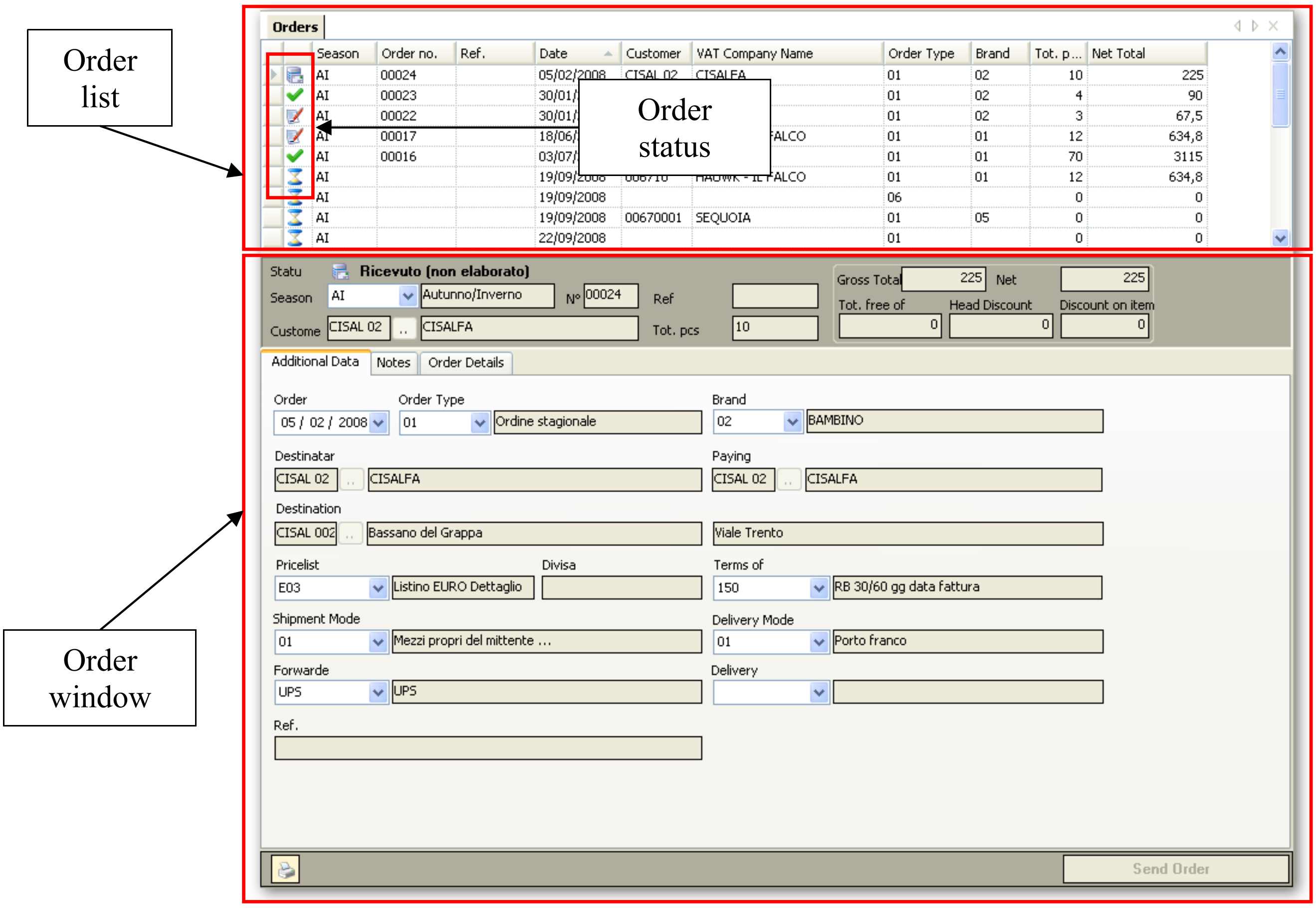


Fig. 8 - Order list window and Order window

The table in the "Order list" window can be arranged by clicking on the column titles. The rows will be displayed in increasing or decreasing order, depending on the specific field.

When clicking on a specific order with your mouse, the relative data is displayed in the "Order window".
When the order is open, data can be modified. Otherwise, it can only be displayed.

Order status
The symbol in the red area indicates the "Order Status" (Fig. 8). It may be:

- **Suspended:** the order has not been closed and can be changed by the user.
- **Closed:** the order has been closed and the user cannot change it. It will be transmitted to the company when clicking on the "Send and receive" button.
- **Transmitted:** the order has been transmitted to the company. The order receipt by the company is confirmed when the status is displayed as "Received", with the attribution of an order number (visible in the third column of the "Order list" window, Fig. 8).
- **Received (not processed):** the order has been transmitted to the company and has been assigned an order number.
- **Processed - Confirmed:** the order has been confirmed by the firm and transmitted back to the user.
- **Processed - Modified:** the order has been confirmed by the firm and transmitted back to the user with changes (if any).

- **Processed - Suspended:** the order has been suspended by the firm and transmitted back to the user.
- **Processed - Cancelled:** the order has been cancelled by the firm and transmitted back to the user.
- **Coded by the company:** the order has been directly attributed by the firm and transmitted to the user.

ENTERING NEW ORDERS

To enter a new order, it is not necessary to fill in the fields in the "Order search panel". It is sufficient to click on the "New Order" button in the "Order control panel" (Fig. 9). The window will appear as in Fig. 10:

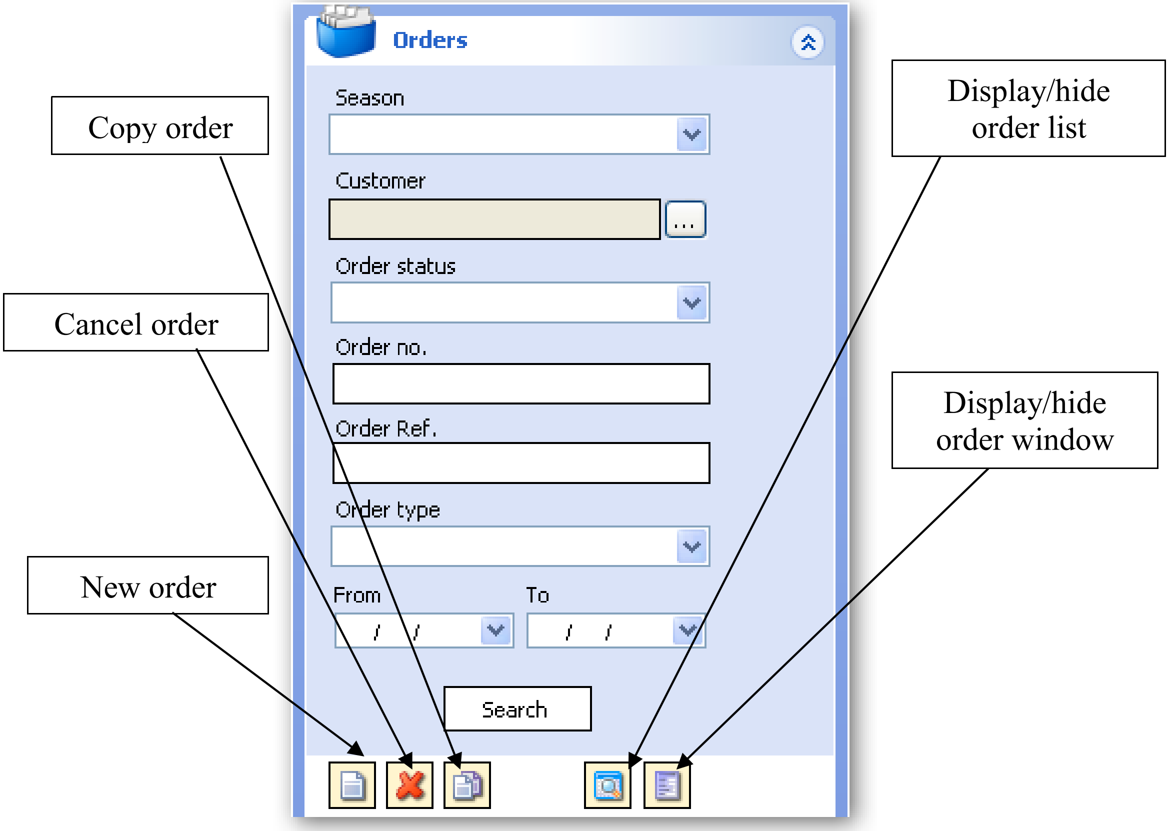


Fig. 9 - Order control panel

(*) This feature is not always available

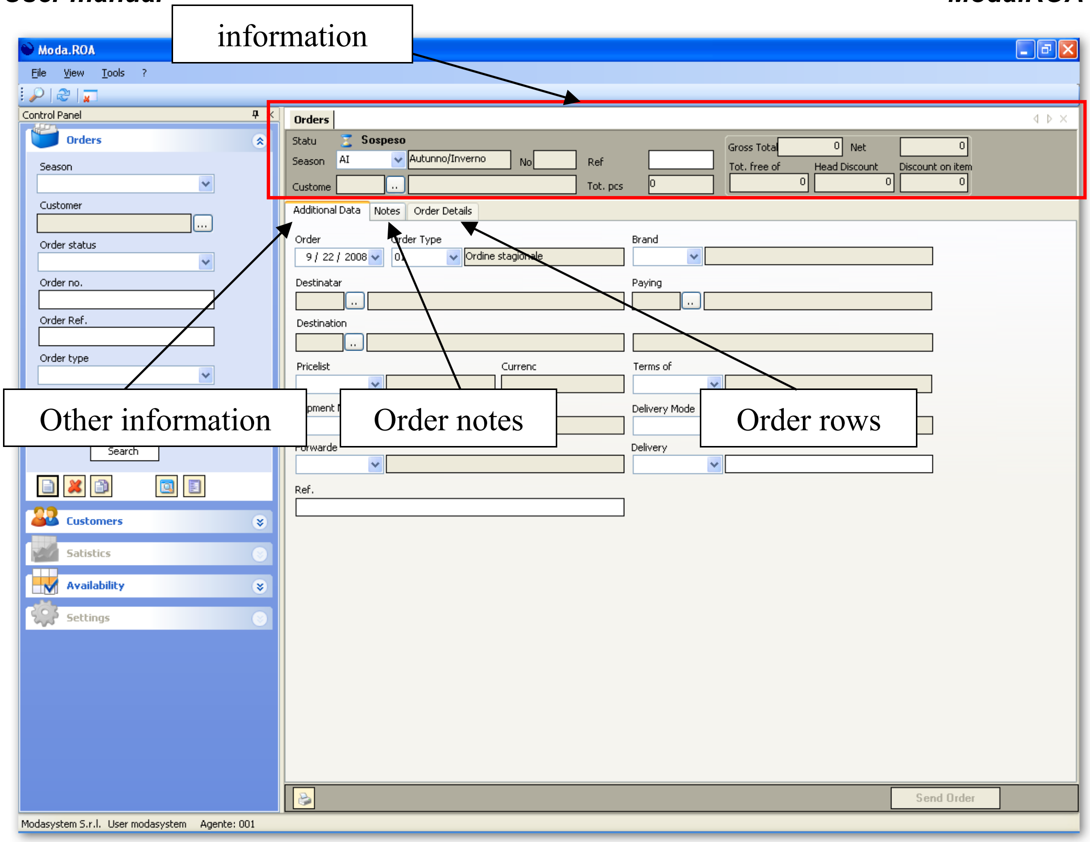


Fig. 10 - Entering a new order

An order can be entered through 4 steps:

1. Enter the "Order information", including all mandatory fields for the order confirmation:

- Season: by clicking on the arrow, the list of the available seasons opens.
- Customer: by clicking on the right-hand button of the field, the customer search window opens (Fig. 11).

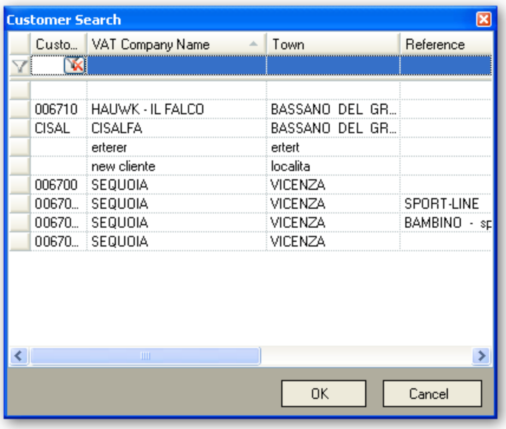


Fig. 11 - Customer search window

By clicking on the column titles, the customer list is displayed in increasing or decreasing order.

The first table row is used to filter customers by entering the value into one field. When "Send" is clicked on, all filtered customers are displayed for that specified field.

To choose a customer, it is sufficient to double-click the selected customer or to select and confirm through the relative "Confirm" button.

2. Entering "Other information". The basic fields are:

- Order type: by clicking on the arrow, the list of the possible orders is opened.

(*) This feature is not always available

- Brand: by clicking on the arrow, a list of brands is opened.

In this section, "Invoicing customer", "Target client", "Delivery address" and other information may also be entered.

3. ***Entering 'Order information notes'***: to enter a new note, click on the bottom-left button in the window (Fig. 12). Notes are not mandatory but can be used to add additional information to the order.

Fig. 12 - Order information notes

4. ***Entering the "Order rows":*** in order to enter the order rows, it is necessary to have previously set up all the mandatory fields in the "Order name" and "Other name data". Then click on the "Order rows" tab. In order to create a new order row, click on the relative bottom-left button (Fig. 13).

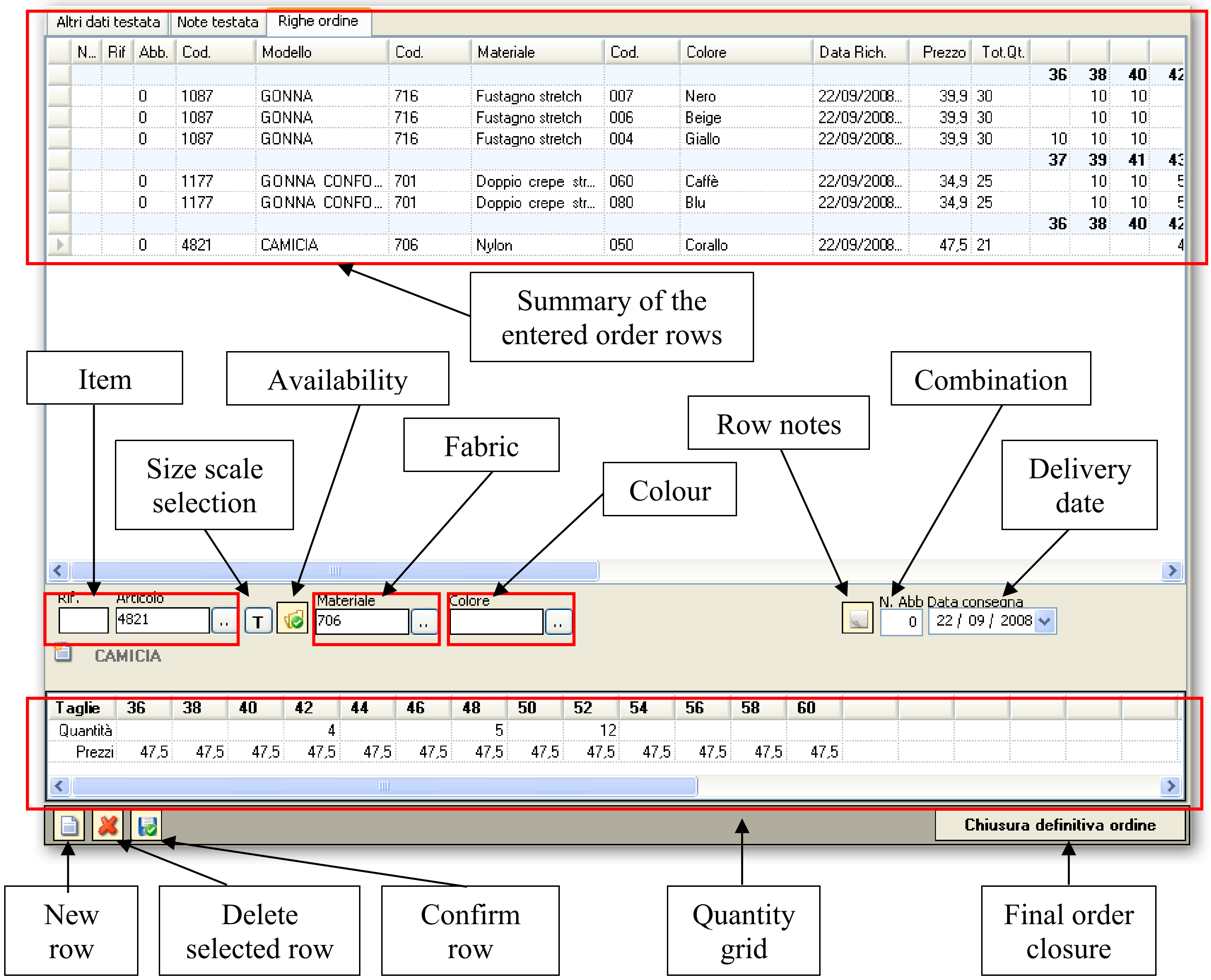


Fig. 13 - Order rows

(*) This feature is not always available

By placing on the fields "Item", "Fabric" and "Colour" (Fig. 13), it is possible to enter the code. Alternatively, the search window will be displayed by clicking on the button next to the field (Fig. 14).

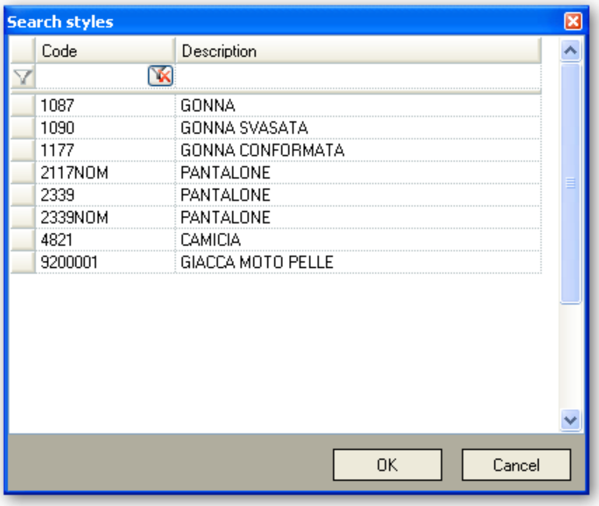


Fig. 13 - Item search

By clicking on the column titles, the items can be displayed in increasing or decreasing order. The first row of the table is used to filter the rows. When entering the value in one field and clicking on "Send", all filtered rows for that specific field are displayed.
In order to select a row, it is sufficient to double-click on the selected customer or to select and confirm through the "Confirm" button.

For each order row, it is also possible to enter one or more notes. By clicking on the relative button, a table will be displayed (Fig. 15) where notes can be entered, deleted and changed.

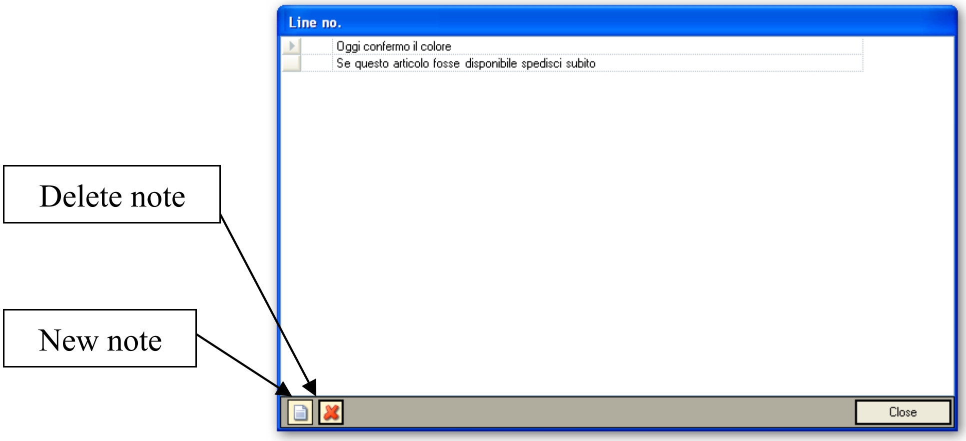


Fig. 15 - Order row notes

Also, the required quantities can be entered on the quantity grid in the lower section of the window. This grid is made up of two rows: the first one includes the quantities to be ordered by size and the second one includes prices.

The "Availability" button *(*)* in the "Order rows" window (Fig. 13) is used to display the item availability, through the panel, as shown in Fig. 16.

(*) This feature is not always available

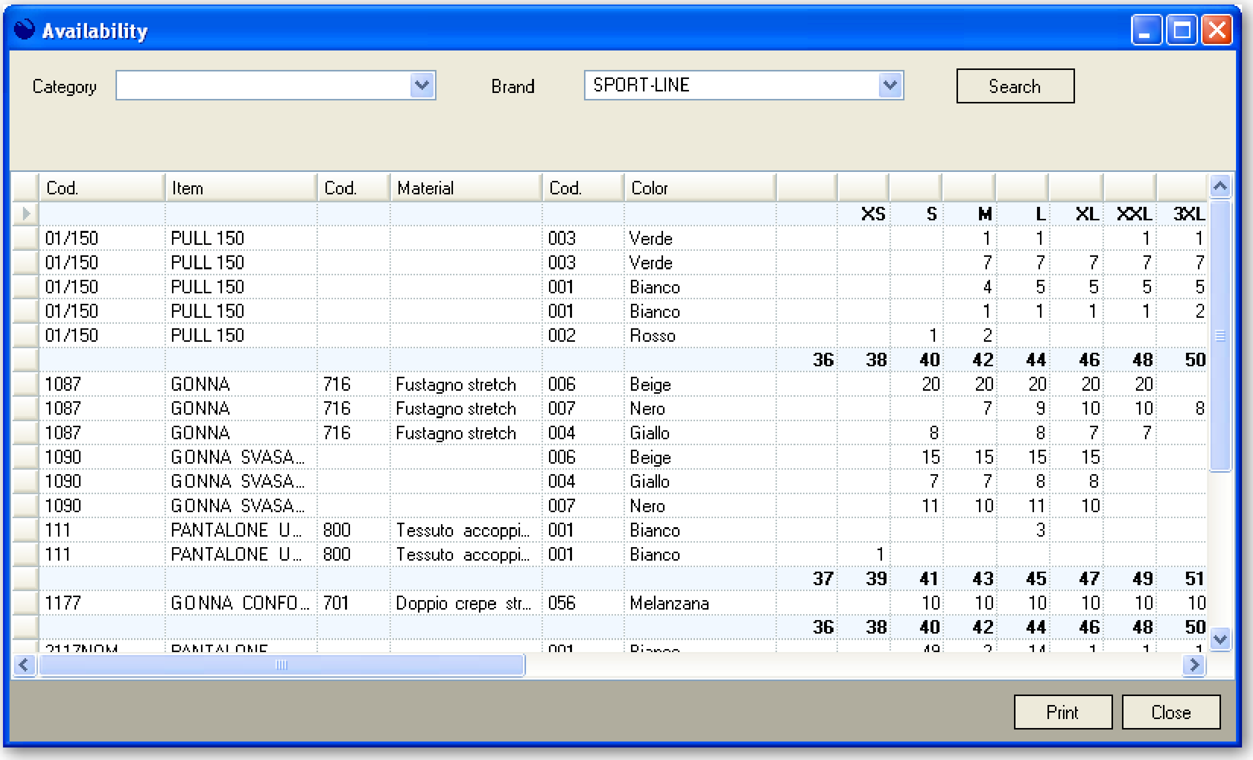


Fig. 16 - Availability table

The "Category" and "Brand" fields are used to filter the items. When they are empty, all items and their relative availability by size are displayed. The "Search" button starts the search. By clicking on the "Select" button, the selected item is brought back into the order row to be completed. By clicking on "Print", a .pdf file with the table data is generated.

The "Size scale selection" button in the "Order rows" window (Fig. 13) is used to display the favourite size scale for the selected model (if available in more than one size scale).

Once data is entered into the order row, click on the "Confirm row" button (Fig. 10) and move to the next order row.
Before confirming the row, double-check that all mandatory fields have been included:

- Item
- Colour
- Delivery date
- Quantity

When the row is insert, the upper grid is updated (Fig. 13) adding at the end the last row confirmed.
To update this row click on it and modify values in quantity fields (Fig. 13).
With right-click you can also copy the row (Fig. 17) *(*)*

(*) This feature is not always available

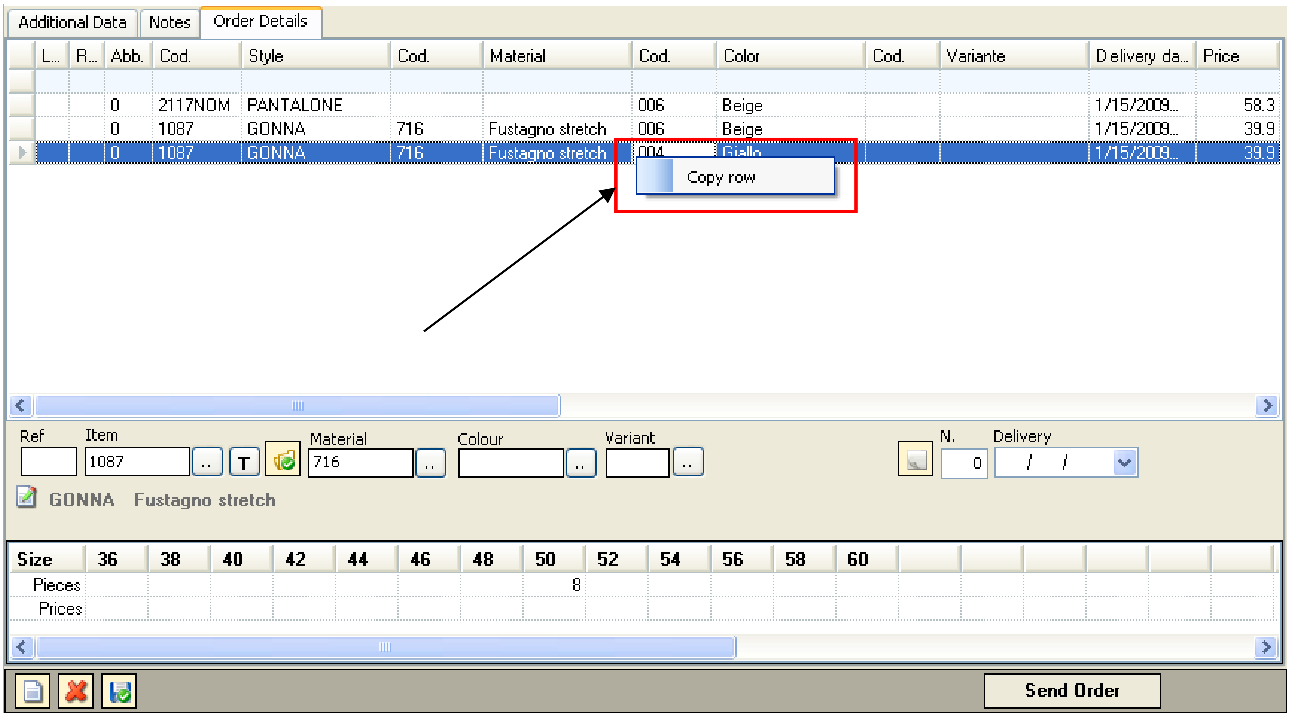


Fig. 17 - Copy order row

In this case the new copied row is like the original without the color.

The shortcut keys can be used to enter the order rows easily:

- F1: New order row
- F2: Opens the item selection table (Fig. 14)
- F4: Opens the colour selection table
- F9: Opens the row notes table
- F10: Saves the current order row
- F12: Deletes the selected order row

When all order rows are entered, the order can be confirmed with the "final order closure" button (Fig. 13). A confirmed order cannot be changed anymore. It will be automatically sent to the company by clicking on "Send and receive". The order receipt by the company is confirmed when the status turns to "Received", with the attribution of an order number (visible in the third column of the "Order list" window, Fig. 8).
To leave the order open in order to change it at a later stage, it is sufficient to quit the window without clicking on the "final order closure" button.

COPY AND CANCEL ORDER

The "Copy" button (Fig. 9) is used to create a new order, identical to the selected order.
The new order will have the "order date" of the copy and will be left in suspended status so as to be modified.
Changes can only be performed in the order rows but not for customer data or order information.

The "Cancel" button (Fig. 9) is used to permanently cancel a suspended order.

ORDER PRINTING

In order to print an order, select the order in the "Order list" window, and then click on the "Order print" button in the "Other information" window.

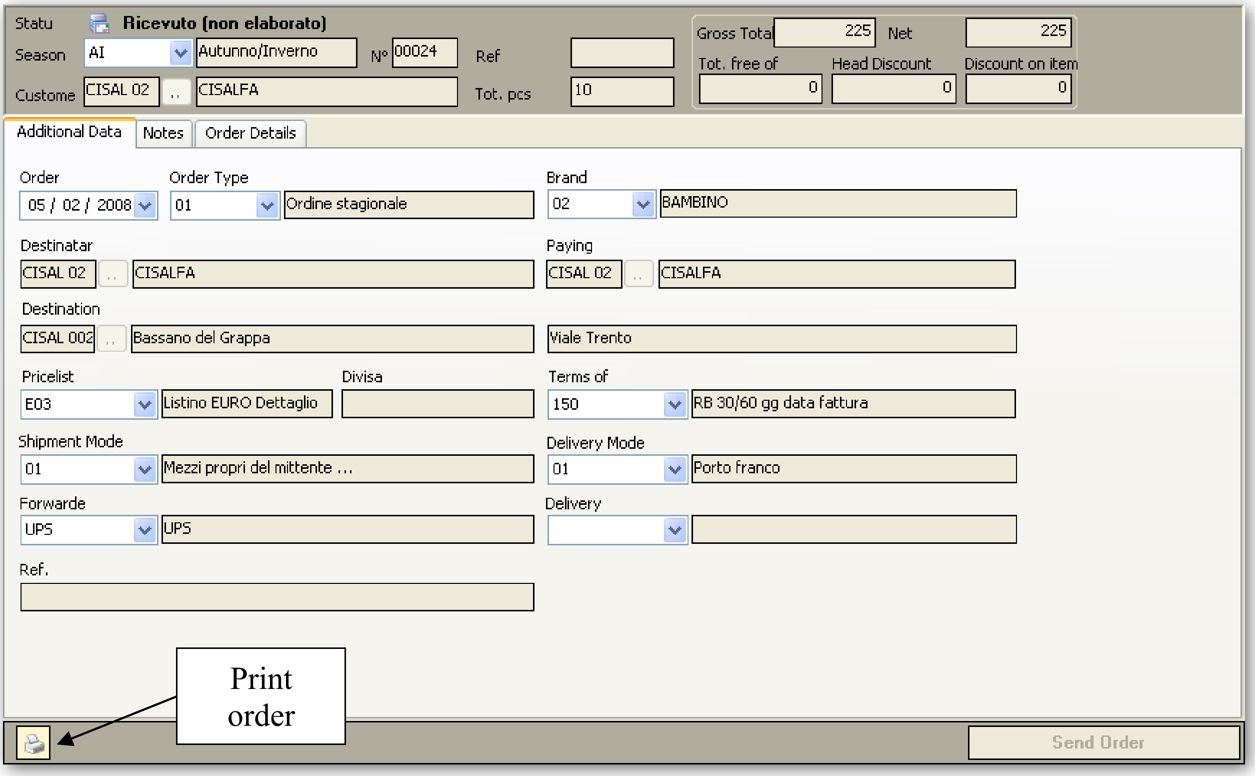


Fig. 18 - Other information

A window will open, allowing the language selection of the printed document as shown in Fig. 19.

Fig. 19 - Printing window

When clicking on the "Print" button, a .pdf file containing the order data (with or without the general conditions) is generated.

(*) This feature is not always available

CLIENT SEARCH (*)

The "Control panel" contains the "Customer search panel" (Fig. 20) used to search for available customers to be displayed and/or edited.

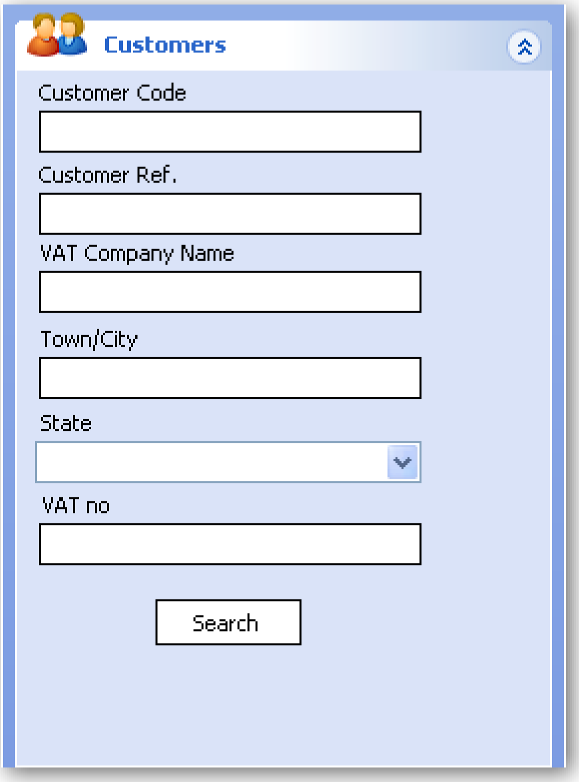


Fig. 20 - Customer search panel

This panel (Fig. 20) includes the following fields: "Code", "Reference", "Company name", "Town/city", "Province", and "VAT No." to be used as search filters. The "Search" button on the right section of the screen allows customers present in the system lists to be displayed, depending on the selected parameters.
E.g. when entering "LIN" in the "Company name" field and clicking on the "Search" button, only those customers containing the "LIN" string in their "Company Name" will be displayed.
With all ‘Customers search panel’ fields empty, when clicking on the "search" button all orders present in the system will be displayed.

(*) This feature is not always available

In the right section of the screen, the "Customer list" window and the "Customer window" will be displayed (Fig. 21).

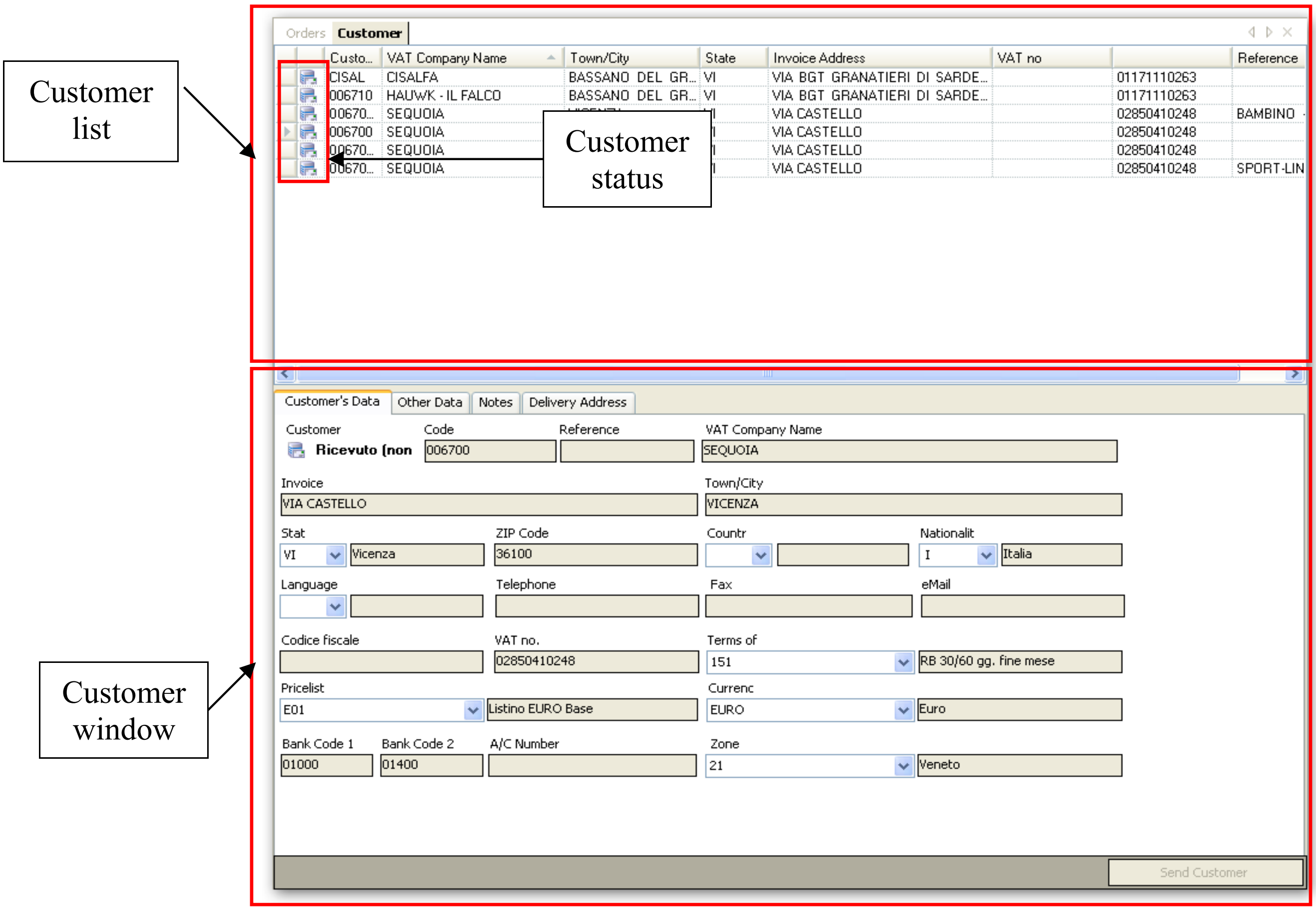


Fig. 21 - Customer list window and Customer window

When clicking on the column titles, the rows in the table of the "Customer list" window will be displayed in increasing or decreasing order, depending on that specific field.

When clicking with the mouse on one customer, the data of that customer are displayed in the "Customer window".
If a customer has not been given final confirmation, data can be modified. Otherwise, it will only be possible to change the interim delivery addresses and add new ones.

Customer status
The symbol in the red area is the "Customer status" (Fig. 21). It can be:

- **Suspended:** the customer has not been confirmed, but can still be modified by the user.
- **Closed:** the customer has been closed and the user cannot change it. It will be transmitted to the company when clicking on the "Send and receive" button.
- **Transmitted:** the customer has been transmitted to the company. The customer receipt by the company is confirmed when the status is displayed as "Received", with the attribution of a code (visible in the third column of the "Customer list" window, Fig. 21).
- **Received (not processed):** the customer has been transmitted to the company and has been assigned a number.
- **Processed - Confirmed:** the customer has been confirmed by the firm and transmitted back to the user.
- **Processed - Modified:** the customer has been confirmed by the firm and transmitted back to the user with changes (if any).

(*) This feature is not always available

- **Processed - Suspended:** the customer has been suspended by the firm and transmitted back to the user.
- **Processed - Cancelled:** the customer has been cancelled by the firm and transmitted back to the user.
- **Coded by the company:** the customer has directly been attributed by the firm and transmitted to the user.

(*) This feature is not always available

ENTERING NEW CUSTOMERS (*)

In order to enter a new customer, it is not necessary to fill in the fields in the "Customer search panel". It is sufficient to click on the "New Customer" button in the "Customer control panel" (Fig. 22). The window will appear as shown in Fig. 23:

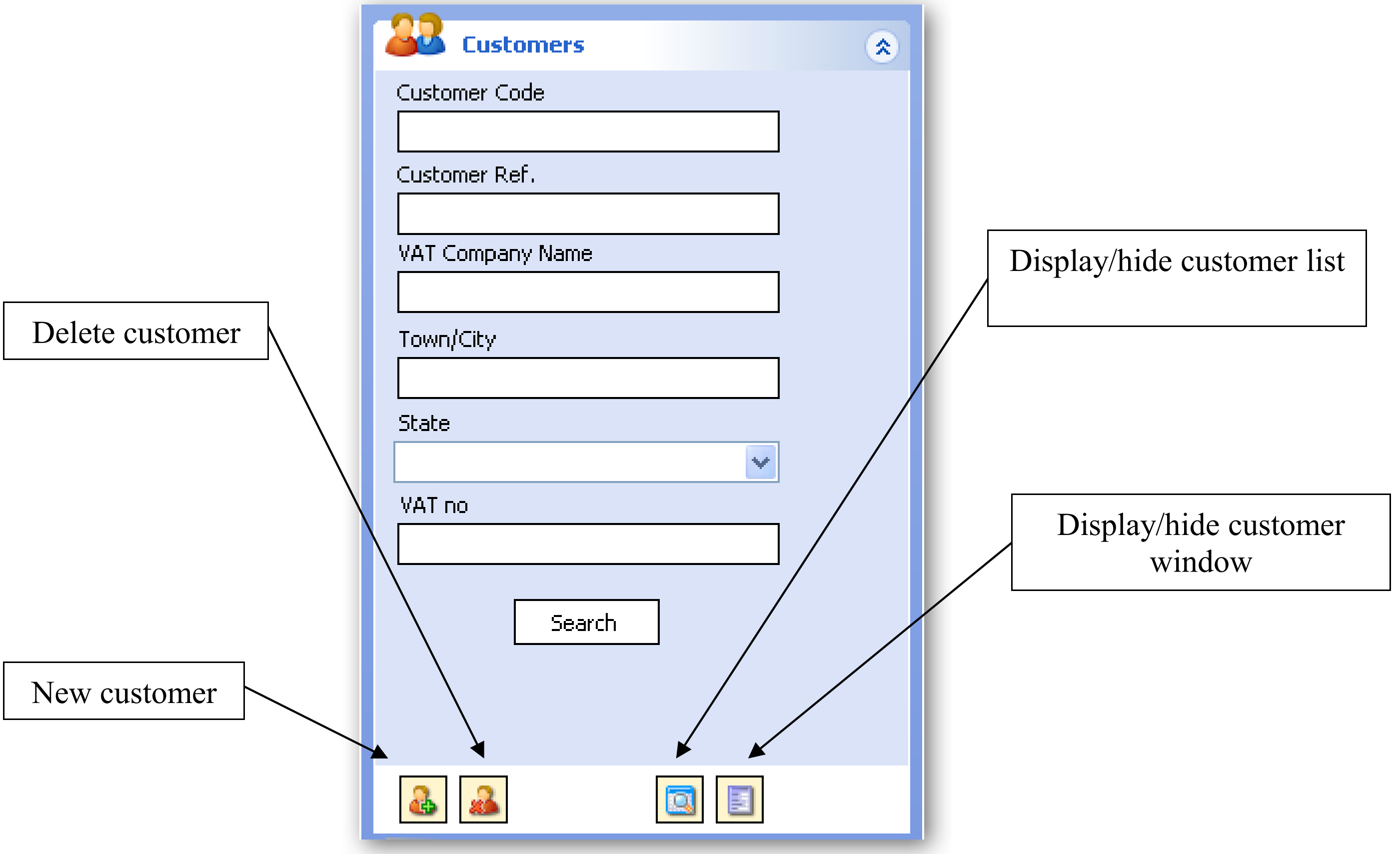


Fig. 22 - Customer control panel

(*) This feature is not always available

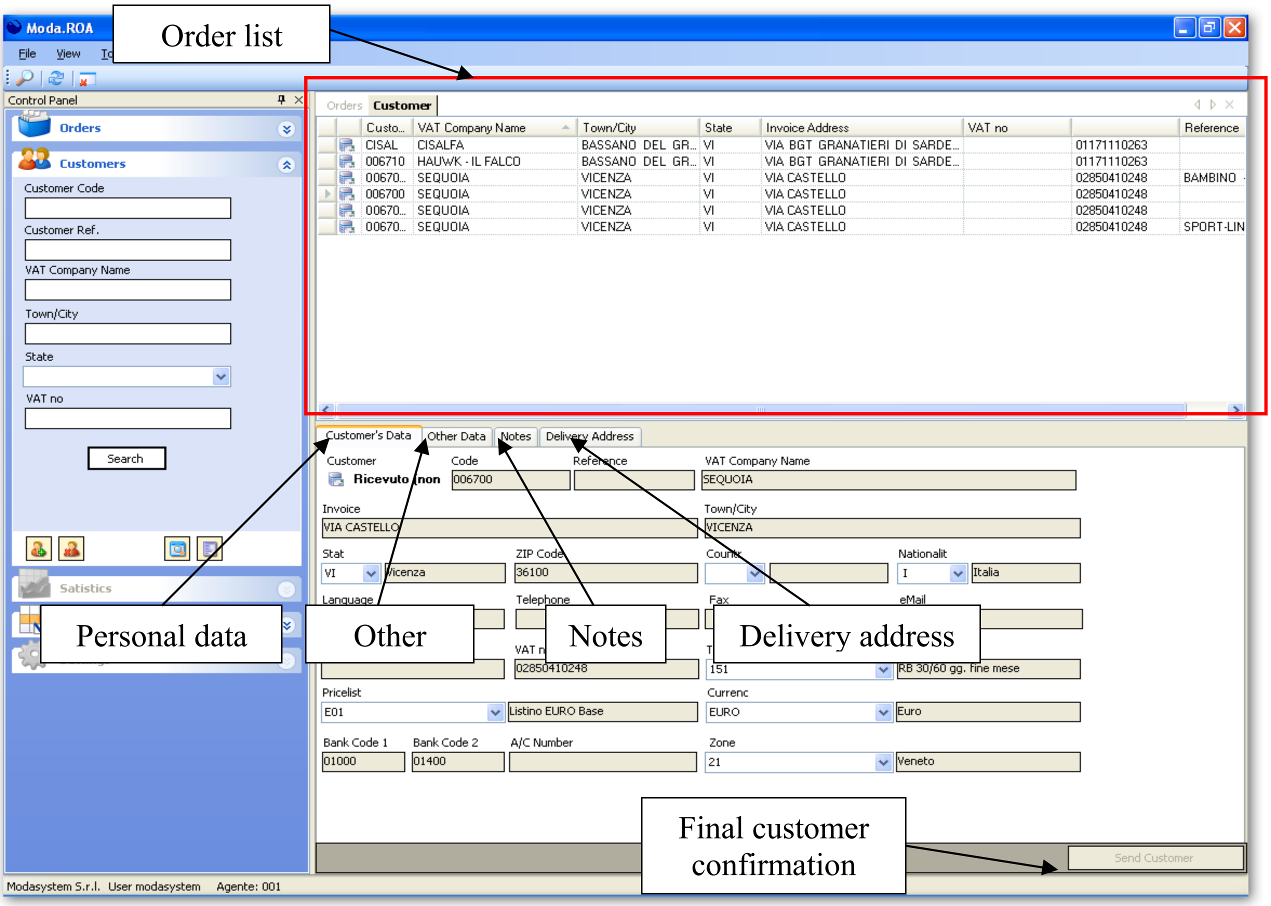


Fig. 23 - Entering a new customer

A customer can be entered through 4 steps:

1. Enter customer 'Personal data' including the following mandatory fields for the confirmation:

- Company name
- Address
- Town/city
- Zip code
- Nationality: by clicking on the arrow, the list of nationalities will appear.
- Tax no.
- VAT no.
- Payment: by clicking on the arrow, a list of available payments is opened.
- Price list: by clicking on the arrow, a list of available price lists is opened.

2. Enter customer "Other data". In order to enter "other data" relative to the customer, all "Personal data" mandatory fields must be set up.
In this section, other information about the customer can be included.

3. Enter customer "Notes": in order to enter the "Notes", all "Personal data" mandatory fields must be set up. Then, click on the bottom-left button in the appropriate window (Fig. 24). Notes are not mandatory, but are used to add further information to the customer tabs.

(*) This feature is not always available

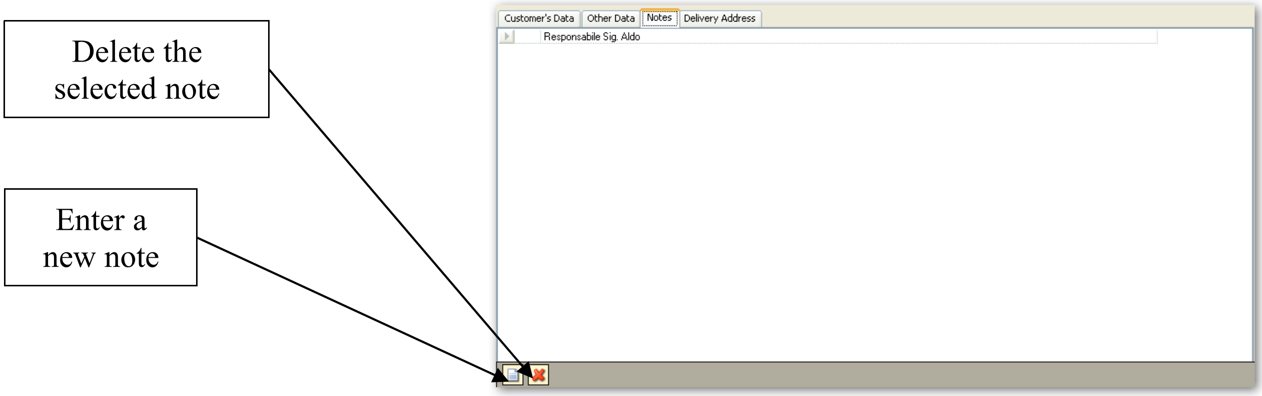


Fig. 24 - Customer notes

It is now possible to send the customer to the company, by clicking on "Final customer confirmation" (Fig. 23).
The confirmed customer cannot be changed anymore. It will be automatically sent to the company by clicking on "Send and receive". The customer receipt by the company is confirmed when the status turns to "Received", with the attribution of a code (visible in the third column of the "Customer list" window, Fig. 21).
In order to leave the customer open to change it later, quit the window without clicking on the "final customer close" button.

4. ***Enter the "Delivery address":*** In order to enter the "Delivery address",all "Personal data" mandatory fields must be setup.Then,click on the down-left button in the proper window (Fig. 25). As for the delivery address, the mandatory fields are:

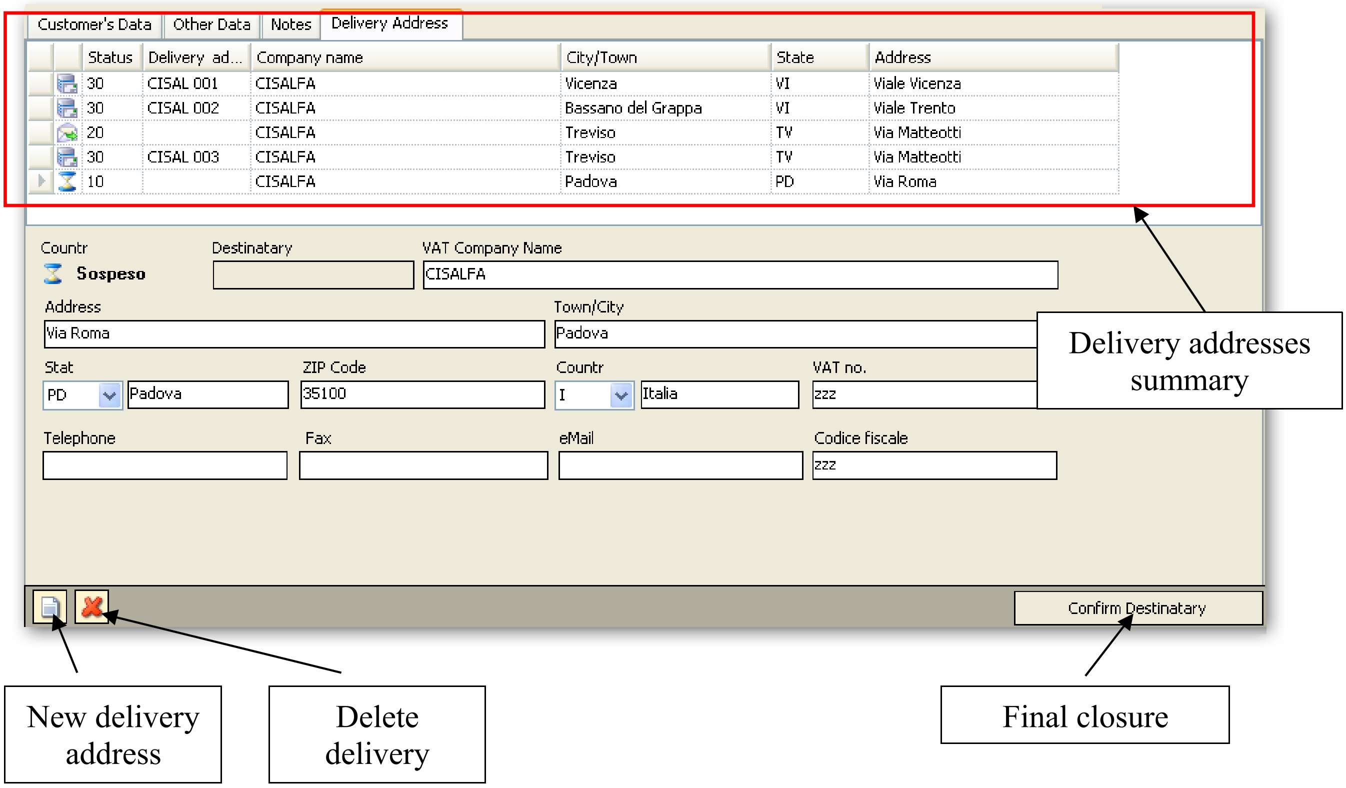


Fig. 24 - Delivery addresses

When the delivery address is entered, the "Delivery address summary" grid will be updated with the newly-included delivery address. Then, click on it.

(*) This feature is not always available

It is now possible to confirm the delivery address to the company through the "final confirmation" button (Fig. 25).
The confirmed delivery address cannot be changed anymore. It will be automatically sent to the company by clicking on "Send and receive". The delivery address receipt by the company is confirmed when the status turns to "Received", with the attribution of a code (visible in the third column of the "Delivery address summary" window, Fig. 25).
In order to leave the customer open to change it later, quit the window without clicking on the "final customer closure" button.

The delivery addresses may acquire the following status:

- **Suspended:** the delivery address has not been closed, but it can still be changed by the user.
- **Closed:** the delivery has been closed and the user cannot change it. It will be transmitted to the company when clicking on the "Send and receive" button.
- **Transmitted:** the delivery address has been transmitted to the company. The delivery address receipt by the company is confirmed when the status is displayed as "Received", with the attribution of a code (visible in the third column of the "Delivery address summary" window, Fig. 25).
- **Received (not processed):** the delivery address has been transmitted to the company and has been assigned a code.
- **Processed - Confirmed:** the delivery address has been confirmed by the firm and transmitted back to the user.
- **Processed - Modified:** the delivery address has been confirmed by the firm and transmitted again to the user with the changes (if any).
- **Processed - Suspended:** the delivery address has been suspended by the firm and transmitted back to the user.
- **Processed - Cancelled:** the delivery address has been cancelled by the firm and transmitted back to the user.
- **Codified by the company:** the delivery address has been directly attributed by the firm and transmitted to the user.

(*) This feature is not always available

STATISTICS (*)

The "Statistics control panel" (Fig. 26) is used to request the order statistics.

Fig. 26 – Statistics control panel

- Order List: The orders can be filtered by season and can be grouped by one or more columns by dragging the column at the top of the grid.
  For each grouping are displayed totals.

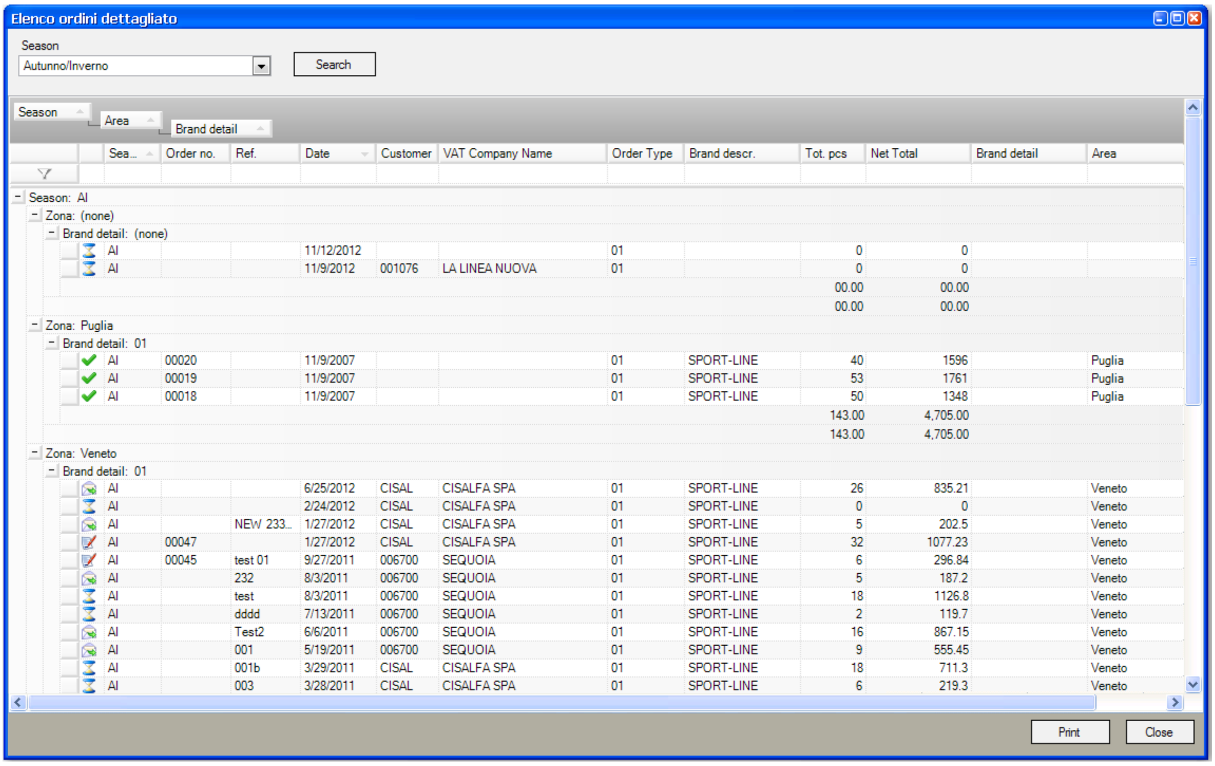


Fig. 27 - Statistics 'Order List' offline

The grid, as seen on the screen can be printed on any printer connected to the computer.

- Seasonal comparison: seasonal comparison requires you to enter some parameters (mandatory at least two seasons) (Fig. 28)

(*) This feature is not always available

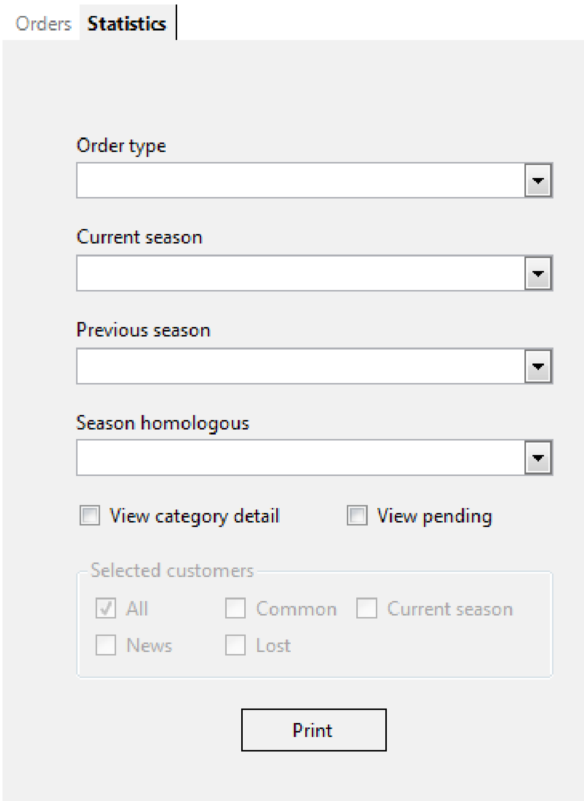


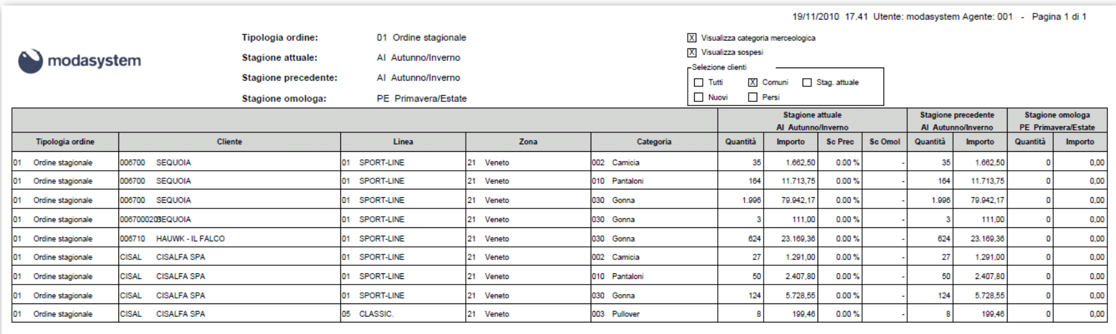
Fig. 28 - Statistics 'Season Comparison' offline - request parameters

Among the choices, you can decide if include in the comparison also suspended orders and view comparisons for categories of products.

As for as the customers to include in the comparison, you can choose between:

- All: all customers;
- Common: Only customers who have ordered in the current season and in the previous corresponding season;
- Stag. Current: Only customers who have ordered in the current season;
- New: Only customers who have ordered in the current season and they did not approve orders in the previous corresponding season;
- Lost: Only customers who have ordered in the previous corresponding season and they did not have orders in the current season.

Print returns a file. Pdf (Fig. 29) with the data comparison.



19/11/2010 17.41 Utente: modasystem Agente: 001 - Pagina 1 di 1

modasystem

Tipologia ordine: 01 Ordine stagionale
Stagione attuale: AI Autunno/Inverno
Stagione precedente: AI Autunno/Inverno
Stagione omologa: PE Primavera/Estate

[X] Visualizza categoria merceologica
[X] Visualizza sospesi

Selezione clienti
[ ] Tutti [X] Comuni [ ] Stag. attuale
[ ] Nuovi [ ] Persi

					Stagione attuale AI Autunno/Inverno				Stagione precedente AI Autunno/Inverno		Stagione omologa PE Primavera/Estate	
Tipologia ordine	Cliente	Linea	Zona	Categoria	Quantità	Importo	Sc Prec	Sc Omol	Quantità	Importo	Quantità	Importo
01 Ordine stagionale	006700 SEQUOIA	01 SPORT-LINE	21 Veneto	002 Camicia	35	1.662,50	0.00 %	-	35	1.662,50	0	0,00
01 Ordine stagionale	006700 SEQUOIA	01 SPORT-LINE	21 Veneto	010 Pantaloni	164	11.713,75	0.00 %	-	164	11.713,75	0	0,00
01 Ordine stagionale	006700 SEQUOIA	01 SPORT-LINE	21 Veneto	030 Gonna	1.996	79.942,17	0.00 %	-	1.996	79.942,17	0	0,00
01 Ordine stagionale	0067000203EQUOIA	01 SPORT-LINE	21 Veneto	030 Gonna	3	111,00	0.00 %	-	3	111,00	0	0,00
01 Ordine stagionale	006710 HAUWK - IL FALCO	01 SPORT-LINE	21 Veneto	030 Gonna	624	23.169,36	0.00 %	-	624	23.169,36	0	0,00
01 Ordine stagionale	CISAL CISALFA SPA	01 SPORT-LINE	21 Veneto	002 Camicia	27	1.291,00	0.00 %	-	27	1.291,00	0	0,00
01 Ordine stagionale	CISAL CISALFA SPA	01 SPORT-LINE	21 Veneto	010 Pantaloni	50	2.407,80	0.00 %	-	50	2.407,80	0	0,00
01 Ordine stagionale	CISAL CISALFA SPA	01 SPORT-LINE	21 Veneto	030 Gonna	124	5.728,55	0.00 %	-	124	5.728,55	0	0,00
01 Ordine stagionale	CISAL CISALFA SPA	05 CLASSIC.	21 Veneto	003 Pullover	8	199,46	0.00 %	-	8	199,46	0	0,00

Fig. 29 - Statistics 'Season Comparison' offline - pdf

(*) This feature is not always available

AVAILABILITY (*)

The ‘Availability control panel’ (Fig. 30) is used to check the quantity of available items in the warehouse.

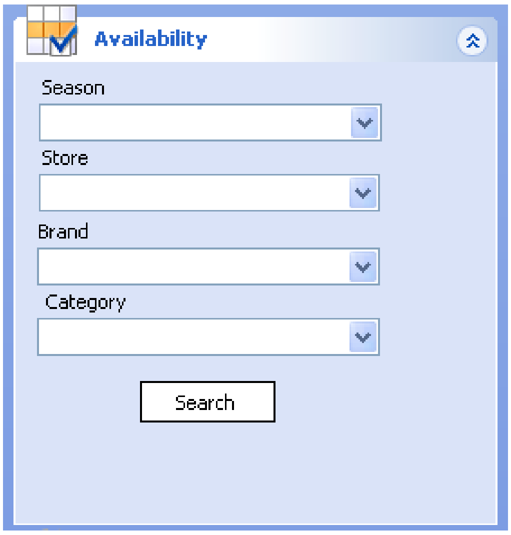


Fig. 30 - Availability control panel

When clicking on the "Search" button, a new window is opened (Fig. 31), including the "Season", "Store", "Brand", and "Category" fields to be used as search filters.
When clicking on the "Search" button, the following table will be completed with the item availability, depending on the filtered size for the entered parameters.
E.g. when selecting ‘FW05’ in the "Season" field, and then clicking the "Search" button, the ‘FW05’ season item availability will be displayed.
With the empty filter fields, by clicking on the "Search" button the complete table with the item availability will be displayed.

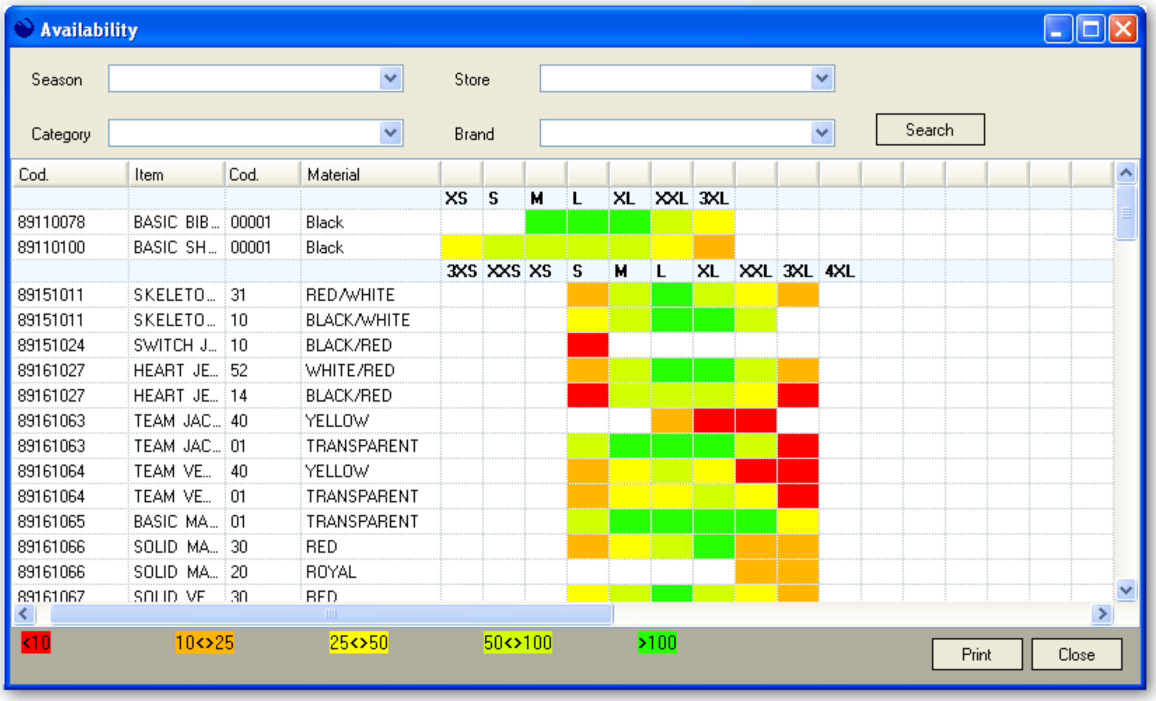


Fig. 31 - Availability window

A .pdf file with the availability table displayed on the screen is generated by selecting the "Print" button.

(*) This feature is not always available

Price List (*)

The Price list form (Fig. 32) is used to show various combinations of model / material / color, prices and sizes available.

Fig. 32 – Price list Control panel

- Clickinng on the 'Search' button it will open a new screen (Fig. 33) containing as filter the Season, Brand and Category.
- After clicking on the 'Search' button will populate the grid with the available combinations filtered according to the entered parameters.
- If all the filters are empty, pressing the 'Search' button you will obtain the combinations of all products.
- Keep in mind that if you want to see the price the search process will take a little longer. The price displayed is the price of the first size, if there are different prices for different size will be marked with a '*'.

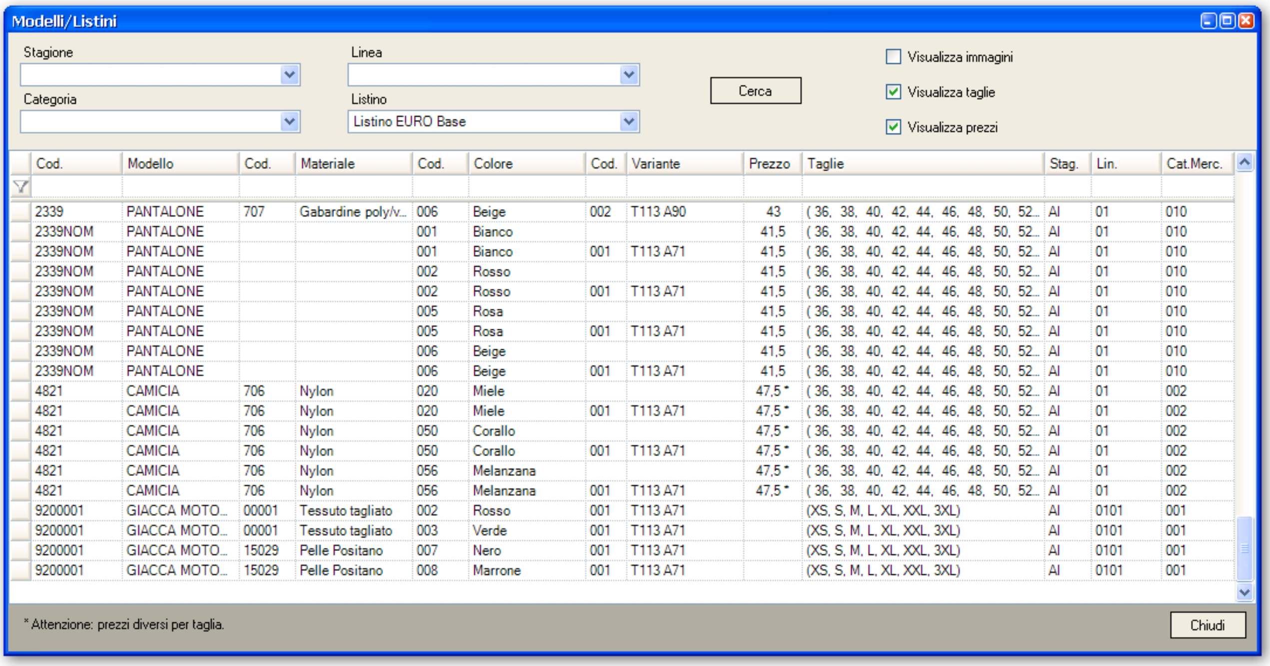


Fig. 33 – Price list combinations

(*) This feature is not always available

Models Images (*)

In different parts of the program you can see the image of articles.
In particular:

- Item selection (Fig. 14)
- Order detail (Fig. 17)
- Availability (Fig. 31)
- Price list (Fig. 33)

Images will be displayed on the grid (Fig. 34). Clicking on the grid the image will be zoomed. And clicking on the enlarged image it will open a new window that shows also an header with season and the article code.

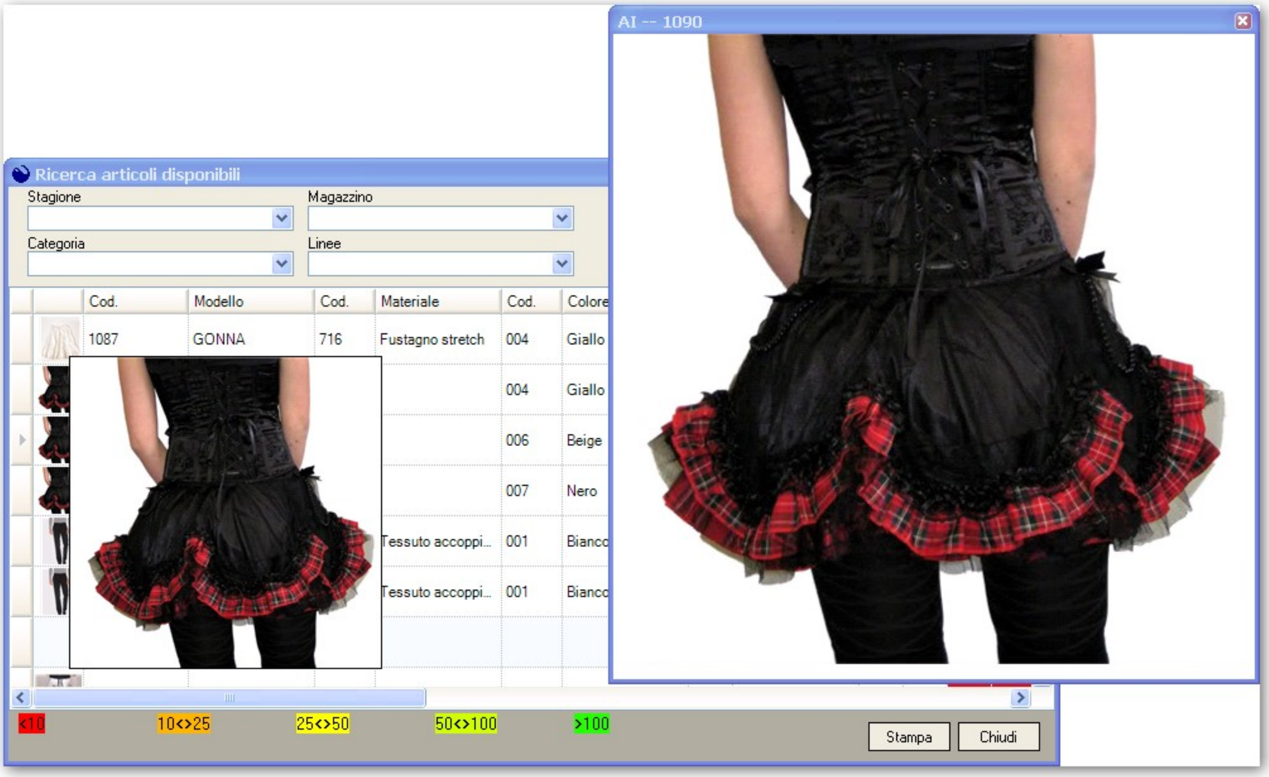


Fig. 34- Image model

To get all the image always updated you need to connect to the Internet and click the 'Get picture' in the toolbar (Fig. 35).

Fig. 35 - Toolbar

This will open the image sync window as shown in Fig. 36.
Only by synchronizing all the images are updated.

(*) This feature is not always available

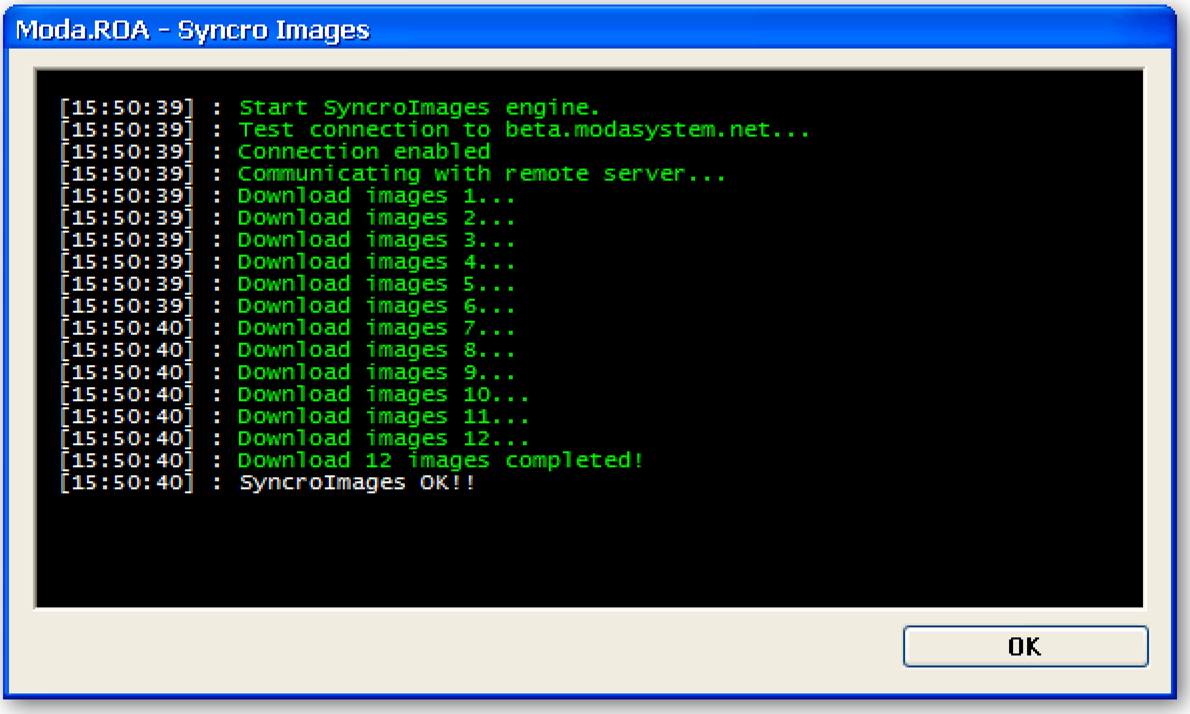


Fig. 36 – Image Synchronize

If the synchronization is successful, the message 'SyncroImages OK' appear and you can start to work after clicking button OK.
In case of failure you will receive the message 'SyncroImages failed'.
In this case we suggest to try again and if the problem persist contact your company.

(*) This feature is not always available